



WESTWOOD North Water Supply Corp.

6310 Weisinger Dr
Magnolia, TX 77354

Fax: 936-273-7766
Office: 936-321-7766

Welcome to the Westwood North Water Supply Corporation (WWNWSC)

We strive to work with new homeowners (or business owners) to prevent disruption of service during the busy days of moving. However, we are also a business and are required to maintain complete records of our members.

As a new homeowner you will be required to provide us with the following:

- Completed/signed application & privacy notice
- Membership Fee \$100 (refundable upon sale of home)
- Transfer Fee \$25 (non-refundable)
- Proof of Ownership (ex. Copy of Warranty Deed, or first page of Settlement Statement, both of which should be in the closing papers)
- CSI Inspection before move in. (if you are the first owners of the house)

If the required information is not received within 10 days of closing, the water service will be discontinued without further notice and late fees and/or reconnection fees (as discussed below) may apply.

WWNWSC is a co-op. Membership gives you the right to attend monthly meetings where you can learn about the operations of the water district and vote at the annual meeting held on the 2nd Saturday in February at 10:00 am each year. The monthly meetings are held in the WWNWSC Business Office at 6310 Weisinger Drive on the 2nd Thursday of the month, at 7:00 pm.

Meters are read on the 24th of the month (approximately), and bills are generated and mailed on the last working day of the month. The due date is the 16th of the following month. After this date there is a \$5.00 late charge added to the account; and water service may be discontinued. If your water service is discontinued for any reason, there is a \$40 reconnection fee.

There is a \$15 charge for all checks returned by the bank. Repeated instances of returned checks may result in a permanent requirement of money order or certified check for payment on account.

Bills can be paid in 4 ways:

- Mail to 6310 Weisinger Drive, Magnolia, TX 77354
- Drop in the payment slot at the Business Office anytime
- Deliver to the Business Office during regular hours if you want a receipt
- Automatic bank draft (download and fill out the Automatic Billpay Authorization form and bring it and a voided check to the Business Office)
- Note: The Business Office CANNOT accept cash for any transactions

Please be aware that the personnel who read and disconnect/reconnect the meters are not employees of the water co-op. They cannot accept payments, nor reconnect the water without a work order from the Business Office. Arrangements for payment of the bill and reinstatement of service must be made at the Business Office located at 6310 Weisinger Drive. The hours of operation are Monday – Friday 8-12 and 1-5.

If you will be digging/trenching/excavating on your property, please contact the Business Office and arrange to have the lines marked ahead of time. You will be responsible for any damage done to the water lines.

Important Contact Information:

Business Office:	936-321-7766
24 Answering Service (after hours)	281-367-0935
FAX	936-273-7766
E-mail	office@wnwater.com
Website	www.wnwater.com